

ADMINISTRATIVE - INTERNAL USE ONLY

11 May 1971

MEMORANDUM FOR: Director of Personnel

SUBJECT : Progress Report #4 -- Personnel Movement and Management
in the 70's

1. Our target for completion of statistical work by the end of May has been met by most Career Services. Although somewhat varying approaches have been followed by the Services in carrying out the specific Steps of the Program, our information suggests most of them have been conscientious in validating projections of future turnover and in determining promotional needs within their areas. Several of the Career Boards have met several times to examine the potential of each individual careerist for further development and advancement. Work requirements have usually resulted in both personnel and management officials working closely together.

2. Before doing an update next year, it probably would be beneficial to list difficulties encountered and suggestions for improvement. So far, we have been advised by most of the Services that the activity has been time consuming but meaningful in terms of a better appreciation and understanding of individual employees within their areas. This remark has been made by several Career Services that do not appear to have a significant problem of upper movement.

3. By now, most of the Career Services have concluded Steps 1 and 2 of FMMP 70's (estimate future promotional possibilities and promotional needs). Most of them need to act upon Step 3 of the process, i.e., submission of a Situation Report by each Career Service Head to his Deputy Director. Step 3 also contemplates that the Career Service Situation Reports will be combined into Directorate Reports, reflective of the views of the Deputy Directors, and that these, in turn, will be combined into a total Agency Career Service Situation Report. Our experience so far suggests it would be appropriate for the Directorates to ask their Career Services to uniformly cover certain elements within the Career Service Situation Reports. Accordingly, this Office will send a memorandum to Directorate representatives recommending they take this action and suggesting they request completion of the Reports by the end of June.

4. Attached is a status report on the Project in most of the Career Services.

SIGNED

Chief, Plans Staff

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Att

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